

**PEST CONTROL DEALER LICENSE
RENEWAL APPLICATION**

PR-PML-191 (REV. 9/03)

Page 1 of 3

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
LICENSING AND CERTIFICATION PROGRAM1001 I STREET
SACRAMENTO, CALIFORNIA 95814-2828

(916) 445-4038

FAX - (916) 445-4033

Web site: <http://www.cdpr.ca.gov/>**Business Name:** _____**Address:** _____**City, State, Zip:** _____**IMPORTANT - PLEASE READ****SUBMIT BY NOVEMBER 1 TO RECEIVE YOUR LICENSE BY JANUARY 1****YOUR LICENSE WILL BE DELAYED IF ANY PART OF THE RENEWAL APPLICATION PACKET IS INCOMPLETE****COMPLETE ALL INFORMATION FOR EACH LOCATION AND THE RENEWAL
INFORMATION REQUIREMENT FOR THE MAIN BUSINESS**

NOTE: The Department of Pesticide Regulation has established time periods for processing permit applications in compliance with Government Code Sections 15374 - 15378. Failure to comply with these time periods may be appealed to the Secretary for Environmental Protection, California Environmental Protection Agency, P.O. Box 2815, Sacramento, CA 95812-2815, pursuant to the regulations set forth in Title 3, California Code of Regulations, Section 301. Under certain circumstances, the Secretary may order a reimbursement of filing fees.

☐ **CHECK IF CHANGE IN NAME, ADDRESS, BUSINESS ORGANIZATION, OR DESIGNATED AGENT** Section 6508 of Title 3, California Code of Regulations requires every person to whom a license or certificate is issued to immediately notify the Director of any change in name, address, business organization, or any other matter shown in the application. Licenses and certificates are not transferable, and in case of a change of business organization or ownership, a new application and fee are required. INDICATE CHANGES ON THIS FORM.

PEST CONTROL DEALER DESIGNATED AGENT LICENSE Each Pest Control Dealer business location (Main or Branch) must have and maintain a pest control dealer designated agent licensee who is responsible for supervising all pest control operations performed at each location. In order to qualify as a pest control dealer designated agent, the person must possess a valid license or certificate in any of the following: Agricultural Pest Control Adviser (AA), Pest Control Dealer Designated Agent (DA), Pest Control Pilot Certificate (AP or JP), Qualified Applicator License (QL). Provide the name, license/certificate type, and license/certificate number of the qualified person who is responsible for each location in the space provided below.

License Number	Address	Provide the Qualified Person's Name, License Type, License Number, and the category(ies) (i.e., A, B, C) for which they are qualified. If you need additional space, attach a separate sheet of paper.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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RENEWED

PROBLEM

DATA ENTRY

RC

PEST CONTROL DEALER LICENSE RENEWAL APPLICATION

PR-PML-191 (REV. 9/03)

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FEES Please see Page 3 (instructions) to determine fees based on location. Enclose a check/money order/credit card payment for the total amount due payable to : Cashier, Department of Pesticide Regulation. **ALL FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE.** Mail the payment, completed application form, and all required documents in the enclosed envelope to: Cashier, Department of Pesticide Regulation, P.O. BOX 4015, Sacramento, CA 95812-4015.

QUESTIONS? Your business name and license number will be posted to DPR's web site <http://www.cdpr.ca.gov/docs/license/currlic.htm> as soon as your application is approved. For other questions about your application, contact the Licensing and Certification program at the telephone number shown at the top of this application.

I declare under penalty of perjury under the laws of the State of California that the information provided by me is true and correct.

SIGNATURE

TITLE

DATE

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PEST CONTROL DEALER LICENSE RENEWAL APPLICATION INSTRUCTIONS

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RENEWAL TIME LINE

Renewal time lines have been established to help determine when you may expect to receive your license or certificate based on the date your renewal application is received by the Licensing and Certification Unit. If your application is incomplete, it will delay processing time anywhere from 2 to 4 weeks or more depending on the nature of the problem(s).

DATE RECEIVED BY LICENSING & CERTIFICATION	LICENSE OR CERTIFICATE MAILED BY:
Prior to or on September 30	November 15
Prior to or on October 31	December 16
Prior to or on November 29	January 17
Prior to or on December 31	February 18
Prior to or on January 31	March 14

CHECK LIST: This list will help ensure that your renewal application is completed in full prior to mailing.

- ☐ **Change of Name/Address** Section 6508, Title 3 of the California Code of Regulations (3CCR) requires all license/certificate holders to notify the Department of Pesticide Regulation (DPR) immediately of any change in business name, address, qualified person, business organization, or any other information required on the application. Indicate any corrections that appear on the renewal form in the space provided.

If you had a change in ownership or partners or have incorporated, contact us since you are a new business.

- ☐ **Pest Control Dealer Designated Agent License** Each Pest Control Dealer business location (Main or Branch) must have and maintain a pest control dealer designated agent licensee who is responsible for supervising all pest control operations performed at each location. In order to qualify as a pest control dealer designated agent, the person must possess a valid license or certificate in any of the following:
- Agricultural Pest Control Adviser (AA)
 - Pest Control Dealer Designated Agent (DA)
 - Pest Control Pilot Certificate (AP or JP)
 - Qualified Applicator License (QL)

Provide the name, license/certificate type, and license/certificate number of the qualified person who is responsible for each location in the space provided on the renewal form.

- ☐ **Pay fee** for each Pest Control Dealer license location (Main and Branch) as totaled on the renewal form. A late fee of fifty percent (50%) of the total renewal fee will be assessed for each license **postmarked after December 31**.

License Fees (2 Year)

Pest Control Dealer License (Main)	\$320.00	Pest Control Dealer License (Branch)	\$160.00
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- ☐ **Sign, Title and Date** the renewal application form.
- ☐ **Enclose** a check, money order or credit card payment for the total amount due. **All fees are non-transferable and non-refundable.** Make payable to: **Cashier, Department of Pesticide Regulation.**
- ☐ **Mail** the payment, completed renewal application form, and all required documents in the enclosed envelope addressed to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

Questions? Your business name and license number will be posted to DPR's web site as soon as your application is approved and logged into the database. Our web site address is <http://www.cdpr.ca.gov/docs/license/currlic.htm>. For other questions about your application, please contact the Licensing and Certification Program at (916) 445-4038.

September 2003

About the Licensing Fee Increase

Department of Pesticide Regulation/Licensing and Certification

Why are licensing fees being increased?

The California Department of Pesticide Regulation (DPR) licenses and certifies individuals and businesses that apply, sell, or recommend pesticides in California. DPR conducts about 4,000 examinations annually and issues or renews about 15,000 licenses, which are typically valid for two years. DPR also accredits more than 2,500 continuing education courses each year.

Fees associated with these activities ranged from \$15 to \$100. Most had not been changed for more than 15 years, and did not keep pace with the cost of doing business. An independent consultant retained by DPR in 2001 calculated the cost of licensing-related activities at \$1.7 million, with fee revenue covering only about half those costs. Moreover, there was no fee for some services (for example, certifying continuing education courses) that generated significant workload. The State Budget funding shortfall has made it difficult for DPR to upgrade the technology used to process licensing and renewal applications.

Under the new State Budget, the Department is primarily a fee-based agency, with most revenue drawn from fees on pesticide registrations, professional licenses, and from the mill fee (which is assessed on pesticide sales).

What will the new fees be?

Licensing fees are being raised only to a level necessary to support the program and to reflect an adjustment for inflation. The new fees range from \$25 to \$160. The application fee no longer includes the cost of taking an exam. There is now a fee for application and separate charges of \$50 for each examination. A \$45 fee is now levied for reviewing and approving continuing education courses. Penalties for late renewal of licenses and certificates have also been increased. *A summary of the new fee structure is on the other side of this handout.*

Will these fees change again?

The Legislature gave the Director authority in regulation to adjust fee rates as needed, using a standardized methodology and inflationary indicators.

How do I know what fees I should pay?

DPR applications and renewal forms will identify the fees. *Table 1*, on the other side, summarizes fee changes for individual licenses and certificates, *Table 2* for business licenses, and *Table 3*, the new fees for services for which no fee was previously charged.

For more information, contact California Department of Pesticide Regulation, Licensing and Certification Program, 1001 I Street, P.O. Box 4015, Sacramento, CA 95812, 916/445-4038. The program's direct e-mail address is LicenseMail@cdpr.ca.gov. You can also find more information on our Web site, www.cdpr.ca.gov, click the "Licensing and Certification" tab.

Licensing Fee Highlights

- ▶ *Most licensing fees have not changed for more than 15 years.*
- ▶ *Fees are being raised only to a level necessary to support the program and reflect an increase for inflation.*

Table 1: Summary of fee changes for individual licenses and certificates

License or certificate type	Application fee	Examination fee (for each exam taken or re-taken)*	2-year renewal	Late renewal penalty
Agricultural pest control adviser	\$80	\$50	\$140	\$70
Pest control aircraft pilot certificate	\$60	\$50	\$90	\$45
Pest control dealer designated agent license	\$25	\$50	\$50	\$25
Qualified applicator license	\$80	\$50	\$120	\$60
Qualified applicator certificate	\$40	\$50	\$60	\$30

* A separate fee will be charged for the Laws and Regulations exam and for each category requested.

Table 2: Summary of fee changes for business licenses

License type	Application	2-Year renewal	Late renewal
Pest control business, primary location	\$160	\$320	\$160
Pest control branch, for each location	\$80	\$160	\$80
Maintenance gardener pest control business	\$80	\$160	\$80
Pest control dealer, initial location	\$160	\$320	\$160
Pest control dealer branch, for each location	\$80	\$160	\$80
Pesticide broker license	\$110	\$220	\$110
Pesticide broker branch, for each location	\$60	\$120	\$60

Table 3: New fees for reissuing licenses and administration of continuing education

Notification of Change to Record of License or Certificate	
Changes that require reissuing a license or certificate, or issuing a duplicate license or certificate	\$20
Evaluation of Continuing Education Courses	
Evaluating continuing education courses, per course, per calendar year	\$45

For more information, visit our Web site, www.cdpr.ca.gov, or write us at LicenseMail@cdpr.ca.gov

VISA / MASTERCARD TRANSACTION



INSTRUCTIONS:

1. For conducting transactions using VISA or MasterCard only. No other cards are accepted.
2. Complete **ALL** cardholder information.
3. If you have any questions, please call the Licensing and Certification Program at (916) 445-4038.
4. Mail your completed application with this form to the appropriate address below:

Licensees:

ATTN: Cashier
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812-4015

Continuing Education Sponsors:

Cashier
ATTN: CE
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812-4015

5. **DO NOT FAX** this form to DPR

NAME OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)														CHECK ONE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		TODAY'S DATE	
BANK CARD NUMBER (16 DIGITS)																BANK CARD EXPIRATION DATE	TOTAL AMOUNT OF PAYMENT \$.
																	TELEPHONE NUMBER ()

SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)

FOR PAYMENT OF:

NAME OF LICENSEE OR SPONSOR

MAILING ADDRESS (Street or P.O. Box Number)

(City, State, and ZIP Code)

(DEPARTMENT USE ONLY) - ENTERED ON POS BY:	TODAY'S DATE	DATE MAILED	BY
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STATE OF CALIFORNIA
**PEST CONTROL DEALER BUSINESS LICENSE
RENEWAL INFORMATION REQUIREMENTS**

PR-PML-134 (EST.7/01)

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
1001 I STREET
SACRAMENTO, CA 95814-2828
P.O. BOX 4015
SACRAMENTO, CA 95812-4015
(916) 445-4038
FAX (916) 445-4033
Web site: <http://www.cdpr.ca.gov>

A. Officer/Owner Information	Fax #	E-mail address	Business Phone Number
Officer/Owner Name		Title	
1.			
2.			
3.			
4.			

C. Pest Control Sales Information

Please indicate what type of product your pest control dealer business sells.

Check the appropriate box(es).

- ☐ Sell Agricultural Use Pesticides.
- ☐ Sell California or Federal Restricted Use Pesticides.
- ☐ Sell California or Federal Restricted Use Pesticides and Agricultural Use Pesticides.
- ☐ Sell Antifouling Paints or Coatings Containing Tributyltin.
- ☐ Sell Non-Agricultural Use Pesticides.
- ☐ Sell Methods or Devices (such as Biological Control Agents, Lures or Insect Trapping Devices) for the Control of Agricultural Pests.



California Environmental Protection Agency Customer Service Survey

One of Cal/EPA's objectives is to provide superior levels of customer service. Your feedback telling us what is going well and what needs improvement is essential to our success in our efforts to better serve you. Please take a moment to complete this survey. Thank you for your feedback.

—Winston H. Hickox, Agency Secretary

Service Provider: Department of Pesticide Regulation
Pest Management and Licensing Branch – Licensing and Certification Program

What was the nature of your contact with us? (Please check only one box)

- ☐ General Information ☐ Problem Resolution
☐ Technical Assistance ☐ Other: _____

STATEMENTS	Check (✓) As Appropriate			
	Strongly Agree	Agree	Disagree	Strongly Disagree
Staff was courteous and helpful.				
Staff provided complete, accurate information to you.				
A timely response was provided.				
My overall experience was positive.				
Please complete the section below if your contact with us involved permitting/licensing/registration assistance.				
The regulations were understandable.				
The application instructions were understandable.				
The permit/license/registration terms and conditions were understandable.				

Please indicate the name(s) of any staff person you would like to commend: _____

Comments:

If you feel we fell short in meeting your service expectations, please describe the situation, including name of the staff person involved and the date the incident occurred.

As a result of your experience with us, what service-related improvements can you recommend?

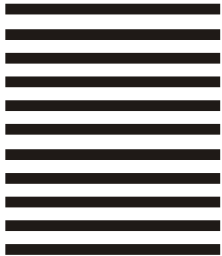
The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demands and cut your energy costs, see our Web site at www.calepa.ca.gov.

OPTIONAL

Your Name: _____
Your Title/Organization: _____
Telephone: _____
Address: _____



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BUSINESS REPLY MAIL

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Postage will be paid by addressee

MR. WINSTON H. HICKOX
Agency Secretary
California Environmental Protection Agency
1001 I St. P.O. Box 2815
Sacramento, CA 95812-2815

Comments: _____

